



**COMMISSION ON CORRECTIONAL PEACE OFFICER
STANDARDS AND TRAINING**

APPROVED

**Curriculum Review Committee Meeting
Wednesday, January 15, 2003
CPOST Headquarters**

In Attendance:

Lt. Pietro DeSantis II, Committee Chairperson
Ms. Mary McElhannon, Committee Member
Ms. Shirley Hanes, P&CSD
Ms. Monique Ford, CPOST (Recorder)
Ms. Paula French, CPOST
Ms. Linda Mobery, CDC Parole
Mr. Rick Winistorfer, CDC Parole
Ms. Sherry West, ODT
Mr. Leo Wafford, ODT

Mr. Chris Lawyer, YATC
Ms. Jennifer Franco, YATC
Mr. Gary Parks, YATC
Ms. Norma Sinclair, YATC
Ms. Lillian Hill, CDC Headquarters
Mr. Mike Jaime, ODT
Ms. Sally Morgan, YATC
Ms. Alison Malloy, YATC

Committee Member(s) Absent:

Dr. Paul Bestolarides, Committee Member
Mr. Doug Peterson, Committee Member

I. Introductions

The Curriculum Review Committee meeting was held on Wednesday, January 15, 2003 at CPOST Headquarters, 3161 Dwight Road, Elk Grove, CA. The Committee Chairperson, Lt. DeSantis, and recorder, Monique Ford, were present. A quorum being present, the meeting was called to order at 1:27 p.m. Introductions followed.

II. Draft Minutes From Previous Meeting

The following corrections were made to the draft November 6, 2002 and December 11, 2002 minutes.

November 6, 2002

- ❖ On page one, lesson plan Staff Substance Abuse Testing (basic) any extra parentheses were deleted.

- ❖ On page three, lesson plan “Prevention of Occupational Exposures to Bloodborne Pathogens” the following sentence was included, “To meet CPOST Standard #4(c), the designers must ensure the Objectives align between the cover sheet, lesson plan, and the test items. Lt. DeSantis moved to recommend Provisional Approval; the motion was seconded. A vote was taken and the motion passed.
- ❖ On page three, the lesson plan title “Leadership (Lieutenant)” was included under CDC–Supervisory.
- ❖ On page four, the lesson plan title “Firearms” was included under CDC - P&CSD.
- ❖ On page four, the number two was deleted from the meeting date May 7, 2003.
December 11, 2002
- ❖ On page one, under in attendance the last name of Ms. Alison Malloy was spelled incorrectly and was corrected.

After correcting the November 6, 2002 and December 11, 2002 minutes, Lt. DeSantis moved that the minutes be approved as amended, and the motion was seconded. A vote was taken; the motion carried.

III. Lesson Plan Reviews

CYA - Basic Academy

❖ Secure Area Extraction

This lesson plan was withdrawn.

❖ Public, Press, and the Media

This lesson plan was withdrawn.

❖ Cultural Awareness

This lesson plan was withdrawn.

❖ Gang Awareness: Module I

This lesson plan was withdrawn.

CDC – Sergeants Academy

❖ Alarm Response for Sergeants

This lesson plan was tabled until the next meeting date of February 19, 2003.

CDC – Advanced Supervision

❖ Effective Writing for Supervisors

This lesson plan was withdrawn

CDC – Supervisory

❖ **Supervisor's Role As Trainer**

This lesson plan was tabled until the next meeting date February 19, 2003.

CDC – IST

❖ **The Seven Habits Of Highly Effective People**

This lesson plan was tabled until the next meeting date February 19, 2003.

❖ **Stress Reduction**

This lesson plan was tabled until the next meeting date February 19, 2003.

CDC – Parole Agent Academy

❖ **United States Immigration & Naturalization Service Procedures**

This lesson plan was tabled until the next meeting date February 19, 2003.

❖ **Revocation Scheduling and Tracking System**

This lesson plan was tabled until the next meeting date February 19, 2003.

IV. Corrected Copies

CYA Basic Academy

Lt. DeSantis moved to recommend Full Approval for the following lesson plans; motion was seconded. A vote was taken and the motion passed.

❖ **Transportation: Module I**

❖ **Youthful Offender Parole Board (YOPB)**

❖ **Infectious Diseases**

❖ **Court Appearances**

❖ **Body Search**

❖ **Force Option: Physical and Mechanical Restraints – Module I**

❖ **Fire Safety**

❖ **Legal**

❖ **Facility Count Procedures**

- ❖ Handling Violent Offenders
- ❖ Casework: Intake to Discharge
- ❖ Offender Grievance Procedures

CPOST

❖ CDC – Parole Agent Academy Apprenticeship Program

Lt. DeSantis moved to recommend Full Approval; motion was seconded. A vote was taken and the motion passed.

❖ CYA – Basic Academy Apprenticeship Program

Lt. DeSantis moved to recommend Full Approval; motion was seconded. A vote was taken and the motion passed.

CDC – Parole Agent Academy

❖ Caseload Audits

Lt. DeSantis moved to recommend Full Approval; motion was seconded. A vote was taken and the motion passed.

CDC – Basic Supervision

❖ Staff Substance Abuse Testing

Lt. DeSantis moved to recommend Full Approval; motion was seconded. A vote was taken and the motion passed.

V. Other Business

VI. Adjournment

There being no further business or discussion, the meeting was adjourned at 2:25 pm.

Monique Ford
Student Assistant, CPOST
Recorder